

IMPORTANT REGISTRATION INFORMATION

PARTICIPANT REGISTRATION

- Registration is \$75 through February 5 or \$125 after February 5.
- After March 5, do not mail registration fees – wait to register on site. On-site registration must include a check made payable to the STATE OF MICHIGAN.
- No telephone registrations will be accepted.
- No 302 funding is available for Summit registrations.
- State agencies must use interagency transfers to pay registration fees. Procurement card use is not allowed.
- Questions? Call (517) 333-5325.

EXHIBITOR INFORMATION

- Non-profit exhibitor registration is \$75 through February 5 or \$125 after February 5.
- The for-profit exhibitor fee is \$395.
- March 5 is the deadline for exhibitor registration.
- Refreshment breaks will be held in the exhibit area to encourage walk-through traffic.
- Exhibit fees include an eight-foot skirted table with two chairs.
- SET-UP: Monday, March 12, 4 – 8 p.m.
- EXHIBIT: Tuesday, March 13, 8 a.m. – 4:30 p.m. (one day only)
- TAKE-DOWN: Tuesday, March 13, 5 – 8 p.m.
- Questions? Call Dan Vartanian at (517) 333-5322.

REGISTRATION CONFIRMATION

If you provide an e-mail address, you will receive an electronic confirmation. Otherwise, confirmations will be mailed.

CONFERENCE REGISTRATION REFUND POLICY

Refunds will only be given if a written cancellation request is made on or before March 5.

REGISTRATIONS MAY BE FAXED OR MAILED

Payment must accompany registration. If paying by check, checks must be made payable to the STATE OF MICHIGAN.

HOTEL INFORMATION

Conference participants and exhibitors must make their own hotel reservations and will be responsible for payment of their own lodging and some meals. The Kellogg Hotel is the official hotel for the Summit. Lodging is \$65 per night for single or double accommodations. Hotel registration deadline for the conference rate is February 10. For reservations, call (517) 432-4000. Mention the Michigan Traffic Safety Summit when making the reservation.

FAX OR MAIL the appropriate form to:

For credit card payments only

Fax to: (517) 333-5756

For payment by check

Mail: Michigan State Police
Budget and Financial Services Division
714 S. Harrison Rd.
East Lansing, MI 48823

For payment by state agencies

State of Michigan agencies **must use** interagency transfers to pay registration fees. Procurement card use is not allowed. (Make transfers to Index 51000, PCA 51400, COBJ 6160 and indicate transaction document number on the registration form.)

2007 MICHIGAN TRAFFIC SAFETY SUMMIT **EXHIBITOR REGISTRATION**

March 5 deadline for exhibitor registration.

Mr./Mrs./Ms./Dr./Rank	First Name	Last Name	Company/Department/Organization		
Street Address/Post Office Box		City	State	Zip Code	County
Area Code + Phone Number		Area Code + Fax Number		E-mail address	

Meal Preference: Although exhibits will only be open Tuesday, March 13, you are invited to remain for the balance of the conference concluding with lunch on Thursday, March 15. Please check each meal you plan to attend.

☐ Tuesday's Lunch ☐ Wednesday's Lunch ☐ Thursday's Lunch ☐ Vegetarian meals

This application form, along with a check made payable to the State of Michigan, credit card number, or state agency transaction number, represents a contract.

Exhibitor cost to attend 12th Annual Michigan Traffic Safety Summit:

For-Profit Exhibitor (one registration included)\$395 _____
Not-For-Profit Exhibitor (one registration included) on or before February 5 \$75 _____
Not-For-Profit Exhibitor (one registration included) after February 5\$125 _____
Additional Registrations (per person on or before February 5) \$75 _____
Additional Registrations (per person after February 5)\$125 _____
Checks must be made payable to the State of Michigan TOTAL _____

Additional Participant Information (if more than one individual is attending, please fill out information below)

Mr./Mrs./Ms./Dr./Rank	First Name	Last Name	Company/Department/Organization		
Street Address/Post Office Box		City	State	Zip Code	County
Area Code + Phone Number		Area Code + Fax Number		E-mail address	

Please check each meal you plan to attend (included in registration fee):

☐ Tuesday's Lunch ☐ Wednesday's Lunch ☐ Thursday's Lunch ☐ Vegetarian meals

Credit Card Information:

☐ MasterCard

☐ Visa

Card Number	Expiration Date	Cardholder Name		
Cardholder Street Address/Post Office		City	State	Zip Code

Area Code + Phone Number	Signature 
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LIABILITY/INSURANCE: Michigan Traffic Safety Summit sponsors assume no responsibility for any loss, injury, damage, or security issues occurring to an exhibitor or to his/her property.

For credit card payments only Fax to: (517) 333-5756

For payment by check Mail: Michigan State Police, Budget and Financial Services Division, 714 S. Harrison Rd., East Lansing, MI 48823

State agencies **must use** interagency transfers to pay registration fees. Procurement card use is not allowed.
Make transfers to Index 51000, PCA 51400, COBJ 6160 and indicate transaction document number here.

Transaction Document Number

FOR OFFICE USE ONLY-MTSS